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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSING

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**OFFICIAL**

Emailed 05/18/05 (rsa)

**Bureau of Workforce Programs**  
**Policy Issuance (PI): RSA 05-02, Change 01**

**Date:** May 12, 2005

**To:** Michigan Regional Skills Alliances (MiRSA<sup>SM</sup>)

**From:** Brenda C. Njiwaji, Director, Bureau of Workforce Programs (**SIGNED**)

**Subject:** MiRSA Fiscal Reporting and Cash Requests

**Programs Affected:** MiRSA Initiative

**Rescissions:** None

**Background:** On February 3, 2005, fiscal and narrative reporting forms and instructions were distributed to the MiRSAs. The fiscal reporting instructions for the monthly report stated that funding provided through the MiRSA contracts (both Workforce Investment Act [WIA] and Mott funding) was to be used, administered and reported on in accordance with federal WIA rules and regulations. In order to provide MiRSAs with greater flexibility in administration of their MiRSA funds, the reporting instructions are being revised to state that WIA funding provided through MiRSA contracts is to be used, administered and reported on in accordance with WIA rules and regulations. MiRSAs may submit a request to the Department of Labor & Economic Growth (DLEG) to waive the requirement that Mott funds be used in accordance with WIA rules and regulations. The request is to indicate how Mott funds will be utilized and is subject to DLEG approval.

Due to technicalities, MiRSA contracts were just recently finalized. Because cash requests were restricted, MiRSAs will be allowed to carry-forward their grant funds for expenditure into the following fiscal year. Grant funds will be available for expenditure up until June 30, 2006. If MiRSAs wish to carry-forward grant funding, a waiver request along with a revised budget will be required.



Waiver requests are to be submitted to:

Mr. Keenan Wade  
MiRSA Team Leader  
Michigan Department of Labor & Economic Growth  
Victor Office Center, 5<sup>th</sup> Floor  
201 North Washington Square  
Lansing, Michigan 48913

**Policy:** This policy amends the fiscal reporting instructions (Word formatted) by removing the requirement that Mott funds are to be used, administered, and reported on in accordance with federal WIA rules and regulations. This revision also allows the MiRSAs to carry over and expend their grant funds up to June 30, 2006.

**Action:** MiRSAs are to submit a written request if they wish DLEG to waive the requirement that Mott funds are to be used in accordance with WIA rules and regulations.

In accordance with the Americans with Disabilities Act, the information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration**

**Date:** None

BCN:KW:JC:an  
Attachments

**MICHIGAN DEPARTMENT OF LABOR  
& ECONOMIC GROWTH (DLEG)**

**OFFICE OF FINANCE AND  
ADMINISTRATIVE SERVICES (OFS)  
Workforce Programs Division**

**MICHIGAN REGIONAL SKILLS ALLIANCE (MiRSA<sup>SM</sup>) PROGRAM  
FISCAL REPORTING INSTRUCTIONS**

**October 1, 2004**

**INTRODUCTION**

On August 26, 2004, the DLEG announced over \$1 million in one-year startup grants for the initial development of MiRSAs. The Regional Skills Alliance concept, proposed by Governor Jennifer M. Granholm in her 2004 State of the State address, is to ensure that all job-seekers in industries ranging from construction to nanotechnology, will be trained to do the work that employers need now and in the future.

The 12 grants will be issued as contracts, to run congruent with the State's Fiscal Year (FY) of October 1 through September 30, are funded from Michigan's U.S. Department of Labor-Employment and Training Administration (DOL-ETA) Workforce Investment Act (WIA) Statewide Activity funding, and the Charles Stewart Mott Foundation (Mott).

**GENERAL**

This policy document provides the following information for MiRSA contracts funded with WIA Statewide Activity and Mott funding:

- Definitions of allowable activities.
- Fiscal expenditure report forms and instructions.
- Due dates for monthly and closeout fiscal expenditure reports.

Workforce Investment Act (WIA) funding provided through MiRSA contracts is to be used, administered and reported on in accordance with federal WIA rules and regulations.

- Workforce Investment Act (WIA), Public Law 105-220 dated August 7, 1998
- WIA Final Rule 20 CFR, Part 652 et al, dated August 11, 2000

**MiRSA PROGRAM ACTIVITIES**

**Categorization of MiRSA Expenses**

MiRSA contracts are specifically for the coordination of various skill training, job development, and employer outreach activities deemed necessary to ensure that all job-seekers in industries located in Michigan will be trained to do the work that employers in those industries need. As contracts awarded solely for the performance of programmatic functions or activities, the entire cost of the MiRSA contracts are classified as programmatic cost. Therefore, the WIA administrative cost limitation would not apply to these contracts.

**Program Income**

Program income includes income from fees for services performed, from the use or rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under a grant agreement, and from payments of principal and interest on loans made with grant funds, etc. and interest earned on any of them.

Program income means gross income received by the contractor directly generated by a contract-supported activity, or earned only as a result of the contract agreement during the contract period. "During the contract period" is the time between the effective date of the contract and the ending date of the contract reflected in the final financial report.

All income earned must be used prior to the submission of the final report for the FY to which the program income was earned.

### MiRSA FINANCIAL REPORTING

#### **MiRSA Monthly Financial Reports (Form WFP-322)**

MiRSA contract recipients must submit separate accrued financial expenditure reports on a monthly basis for each fund source provided (WIA Statewide Activities and Mott).

- For the Months October through August:  
Monthly expenditure reports are due no later than the 20<sup>th</sup> calendar day after the end of the month being reported on (November 20, December 20, January 20, etc.).

In situations where the 20<sup>th</sup> calendar day after the end of a report period falls on a weekend or legal holiday, the monthly reports must be submitted no later than the last business day prior to the 20<sup>th</sup> calendar day after the end of the report period.

- For the Month Ending September 30:  
The monthly expenditure report is due no later than October 7. This earlier due date for the last month of the FY is required in order to meet the deadlines established in the State of Michigan's year-end closing process.

#### **MiRSA Closeout Expenditure Report (Form WFP-323)**

- The MiRSA Closeout Expenditure Report form is to be used for reporting MiRSA expenditure data, by fund source, for Closeout purposes.
- The due date for MiRSA Closeout Expenditure reports is no later than 60 days after the end of the quarter in which the funds have been fully spent or expired.

#### **Submission of Monthly and Closeout Reports**

All MiRSA Monthly and Closeout report forms must be submitted to the DLEG Bureau of Workforce Programs using either one of the following submission methods:

- Transmit reports by facsimile (fax) to (517) 241-2026
- Submit by mailing through the United States Postal Service to the address below:

Michigan Department of Labor & Economic Growth  
Attn: Federal Finance Section  
Ottawa Building, 4<sup>th</sup> Floor  
611 West Ottawa Street  
Lansing, Michigan 48989

If reports are submitted via fax, the original documents, with an original authorized signature, must be retained on file by the submitting agency for possible review by DLEG monitors and/or auditors. Submission of all MiRSA expenditure reports must be in a timely manner so that DLEG receives the reports by the report due date.

#### ACCRUED EXPENDITURE REPORTING

Agencies which do not maintain a computerized accrual accounting system may meet the accrual requirements by reporting actual expenditures plus accruals which are based on documentation on hand.

Such documentation is to show a link between the accrual figures (from an accrual worksheet) and non-accrual financial accounts (journals and ledgers). All financial reports submitted to DLEG must be traceable to journals, ledgers, and work sheets. All costs reported must have adequate documentation on file. Unsupported costs may be an audit exception and may be disallowed.

#### INQUIRIES

Questions regarding the information contained in these instructions should be directed to the Federal Reporting Section of the Department of Labor and Economic Growth – Office of Financial Services (DLEG-FAS), Workforce Development Division at (517) 241-2026 (Facsimile number).

Michigan Regional Skills Alliances (MiRSA<sup>SM</sup>)  
Monthly Expenditure Report  
(Form WFP-322) Instructions

The MiRSA Monthly Expenditure Report (WFP-322) is to be used to report accrued expenditures by cost category. A separate MiRSA Monthly Expenditure Report form must be prepared and submitted for each fund source. (Workforce Investment Act Statewide Activities, and Charles Stewart Mott Foundation)

The following instructions apply in completing the MiRSA Monthly Expenditure Report (WFP-322) form:

**SECTION NAME**

**INSTRUCTIONS**

**I. IDENTIFICATION**

- |                             |   |
|-----------------------------|---|
| 1. Agency Information       | Enter the Agency Name, Street Address, City, State, and Zip Code for the entity issued the funds being reported for on this form.   |
| 2. Fund Source              | Check the appropriate fund source for the expenditures being reported for on this form. (Check only one fund source per submittal.)   |
| 3. Type                     | Enter the one-digit "Fund Type" alpha code indicated on the Grant Contract document identifying the specific fund type of the fund source designated in data field 2 above.               |
| 4. Agency Number            | Enter, the two-digit Agency number, as assigned by the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs for the agency/entity being reported for on this form. |
| 5a. Appropriation Year (AY) | Enter the AY of the funds being reported on. (As designated in the applicable Grant Contract document.)   |
| 5b. Fiscal Year (FY)        | Enter the FY of the funds being reported on. (As designated in the applicable Grant Contract document.)   |
| 6. Contract Number          | Enter the four-digit numeric contract number as designated on the Grant Contract document.  |
| 7. Report Period            | Enter the beginning date of the FY and the last day of the month for the report period; i.e., from October 1, 2004, to May 31, 2005.  |
| 8. Report Number            | Check the appropriate month that the report is being submitted for.   |
| 9. Report Type              | Check to indicate if this submission is either an "Original" or "Revised" report.   |
| 10. Contact Person          | Enter the name of the individual to contact should questions or problems arise with the expenditure report.   |
| 11. Phone Number            | Telephone number for the contact person.  |

## II. ACCRUED EXPENDITURES BY MiRSA COST CATEGORY

MiRSA cost category expenditures will be reported in this section as instructed for each line item. Do not enter program income expenditures on these lines. Program income expenditures are to be entered on the "Program Income Expended" line (IV) only.

### 1. Program Costs

For each of the individual Program cost categories and the Program total line, enter the amount of monthly and Year-to-Date (YTD) Program costs incurred for the MiRSA program in the appropriate columns

## III. TOTAL NONFEDERAL FUNDS EXPENDED (Report with WIA Submission Only)

Enter the total amount of any and all Non-federal Funds, excluding Mott funds, expended on the MiRSA program during the month and YTD for the MiRSA program. Reporting of Non-federal expenditures on the MiRSA program is to be presented only on fiscal reporting submissions for the WIA funds.

## IV. PROGRAM INCOME EXPENDED

Enter the amount of Program Income expended during the month and YTD that was earned on the fund source the report is being submitted for. The amount reported as expended YTD cannot exceed the amount reported as Program Income Earned YTD in Section V.

## V. PROGRAM INCOME EARNED

Enter the amount of program income earned this month and YTD on the fund source the report is being submitted for. It is not necessary that these figures equal the amounts reported as Program Income Expended in Section IV.

## VI. UNOBLIGATED FUNDS

Enter the amount of the fund source the report is being submitted for that is not committed under a grant/contract as of the end of this report period.

## VII. REMARKS

Use this space to provide any additional or explanatory information.

## VIII. CERTIFICATION

The expenditure report is to be signed and dated by the authorized official(s) responsible for the accuracy of the report. It must be signed by someone other than the individual completing the report. Forms cannot be signed by other staff for the authorized official. Authorized signatures must be on file with the DLEG.

## IX. FOR DLEG USE ONLY

Leave blank.

Michigan Regional Skills Alliances (MiRSA<sup>SM</sup>)  
Closeout Report  
(Form WFP-323) Instructions

The MiRSA Closeout Report (Form WFP-323) is to be used to report expenditures by cost category. Closeout data must reflect actual expenditures. A separate MiRSA Closeout Report form must be prepared and submitted for each fund source. The "Cash Statement" section of the Closeout form shall report final cash information.

**SECTION NAME**

**INSTRUCTIONS**

**I. IDENTIFICATION**

- |                             |   |
|-----------------------------|---|
| 1. Agency Information       | Enter the Agency Name, Street Address, City, State, and Zip Code for the entity issued the funds being reported for on this form.   |
| 2. Fund Source              | Check the appropriate fund source for the expenditures being reported for on this form. (Check only one fund source per submittal.)   |
| 3. Type                     | Enter the one-digit "Fund Type" alpha code indicated on the Grant Contract document identifying the specific fund type of the fund source designated in data field 2 above.               |
| 4. Agency Number            | Enter, the two-digit Agency number, as assigned by the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs for the agency/entity being reported for on this form. |
| 5a. Appropriation Year (AY) | Enter the AY of the funds being reported on. (As designated in the applicable Grant Contract document.)   |
| 5b. Fiscal Year (FY)        | Enter the FY of the funds being reported on. (As designated in the applicable Grant Contract document.)   |
| 6. Contract Number          | Enter the four-digit numeric contract number as designated on the Grant Contract document.  |
| 7. Report Period            | Enter the beginning date of the FY and the last day of the quarter for the report period; i.e., October 1, 2004, to September 30, 2005.   |
| 8. Report Number            | "Closeout" has been preprinted on this field.   |
| 9. Report Type              | Check to indicate if this submission is either an "Original" or "Revised" report.   |
| 10. Contact Person          | Enter the name of the individual to contact should questions or problems arise with the closeout report.  |
| 11. Phone Number            | Telephone number for the contact person.  |



## II. EXPENDITURES BY WIA COST CATEGORY

MiRSA cost category expenditures will be reported in this section as instructed for each line item. Do not enter program income expenditures on these lines. Program income expenditures are to be entered on the "Program Income Expended" line (Section IV) only.

### 1. Program Costs

Enter the total amount expended since last reported month and YTD Program Costs incurred for the program.

## III. TOTAL NONFEDERAL FUNDS EXPENDED (Report with WIA Submission Only)

Enter the total amount of any and all Non-federal Funds, excluding Mott funds, expended on the MiRSA program during the month and YTD for the MiRSA program. Reporting of Non-federal expenditures on the MiRSA program is to be presented only on fiscal reporting submissions for the WIA funds.

## IV. PROGRAM INCOME EXPENDED

Enter the amount of Program Income expended since last month and YTD. It is not necessary for the YTD amounts of Program Income Expended and Program Income Earned to match; however, the amount reported as expended YTD cannot exceed the amount reported as Program Income Earned YTD in Section V.

## V. PROGRAM INCOME EARNED

Enter the amount of program income earned since last reported month and YTD.

## VI. UNOBLIGATED FUNDS

Enter the amount of the fund source the report is being submitted for that is not committed under a grant/contract as of the end of this report period.

## VII. CASH STATEMENT

- |                              |  |
|------------------------------|--|
| 1. Cash Carry-In             | If funding was allowed to be carried-in from the previous FY, enter the amount of cash carried in from the previous FY. If no cash carry-in, enter -0-.            |
| 2. Cash Received             | Enter the amount of cash received on the grant from the beginning of the FY. <u>Do not include any program income or any cash draws in transit.</u>                |
| 3. Total Cash Available      | Enter the total of Line 1 and Line 2.  |
| 4. Less: Expenditures        | Enter total Program expenditures from the YTD column of Section II.  |
| 5. Balance                   | Enter the result of Line 3 "Total Cash Available" minus Line 4 "Expenditures".   |
| 6. Adjustments               | Enter any adjustments (Additions or Subtractions) to cash only as directed by DLEG/Office of Finance and Administrative Services.                                  |
| 7. Excess Cash               | Enter the difference between Line 5 and Line 6 above.  |
| 8. Excess Cash Refund Status | If there is a balance of cash indicated on Line 7 above, check the appropriate description to indicate the disposition of the excess cash on hand. Check only one. |
| (a) Has Been Refunded        | Check here if the excess cash balance has been refunded to the State of Michigan.  |
| (b) Must Be Refunded         | Check here if the excess cash balance has not yet been refunded to the State of Michigan.<br>(Submit refund with closeout report)                                  |

## **VIII. EQUIPMENT**

1. No Equipment Purchased

Check here if no equipment was purchased utilizing funds from this contract.

2. Equipment was Purchased

Check here if equipment was purchased utilizing funds from this contract. List all equipment valued at \$5000 or more per acquisition cost.

## **IX. UNCLAIMED CHECKS**

1. There are NO unclaimed checks for this contract/fund source

Check this line if there are no unclaimed checks for the contract/fund source.

2. All unclaimed checks/payments under this contract have been accounted for:

In checking this line, there are unclaimed checks and they have been accounted by the process indicated below:

- a. On the report of Unclaimed Property submitted to the Michigan Department of Treasury (Enclose a copy of the applicable Unclaimed Property report)

- b. In the books and accounting records of the entity, but have not yet submitted on a report of Unclaimed Property to the Michigan Department of Treasury

## **X. TAX CERTIFICATION**

The authorized signatory certifies that the entity has complied with the requirements of applicable state and federal laws, including the obtaining of employer identification/account number; and the collection, payment, deposit, and reporting of federal, state, and local taxes, and the federal requirements, for provision of W-2 forms to present/former employees and enrollees.

## **XI. CONTRACTOR'S RELEASE**

The authorized signatory remises and discharges the State of Michigan, its offices, agents, and employees of and from all liabilities, obligations, claims, and demands whatsoever under or arising from this program, except as indicated.

## **XII. REMARKS**

Use this space to provide any additional or explanatory information.

## **XIII. CERTIFICATION**

This form is to be signed and dated by the authorized official responsible for the administration of the program referenced on the document. The form cannot be signed by other staff for the authorized official. Authorized signatures must be on file with the DLEG.